

**Actions of Risk Management Executive  
Tuesday 2 August 2011**

**Attendance**

Present:	Mr A Cairns	Chief Executive
	Mrs J Clarke	Director of Compliance & Risk Management
	Ms C Jowett	Chief Compliance Officer
	Dr S Awwad	Centre Chief, Oncology
	Mr T Fox	Centre Chief; Surgical
	Mr P Moreau	Centre Chief; Musculoskeletal
	Dr R Law	Centre Chief, Emergency and Critical Care Centre
	Mrs C Smith	Deputy Centre Chief, Women & Children's Centre
	Dr R A Fraser	Medical Director
	Mr B McElroy	Centre Chief; Pharmacy
	Dr D Hinwood	Centre Chief; Diagnostics
	Mrs T Cookson	Chief Operating Officer
	Mr N Nisbet	Finance Director
	Mr A Osborne	Head of Communications & Business Development
Secretary:	Mrs S Matthey	PA to Chief Compliance Officer
Apologies:	Ms V Morris	Director of Quality and Safety/Chief Nurse
	Mr C Beacock	Deputy Medical Director; Clinical Performance
	Dr N Tufft	Associate Medical Director; IM&T
	Dr D Warner	Value Stream; Tele Health Care
	Dr N Srihari	Value Stream: Cancer
	Mr M Prescott	Value Stream: Tele Health Care
	Mrs D Vogler	Director of Strategy
	Dr R Campbell	Associate Medical Director for Clinical Quality
	Mr E Craig	Centre Chief; Ophthalmology
	Mr A Tapp	Centre Chief, Women & Children's Centre
	Mr M Cheetham	Value Stream: Scheduled Care
	Dr J Jones	Centre Chief; Medicine
	Ms D Lloyd	Centre Chief; Therapies

Minute	Original Minute	Action / Recommendation	Responsibility / Deadline
2011.39	2011.14	To repeat the Risk Management Healthcheck in Centres by December 2011	<b>J Clarke Dec 2011</b>
2011.39	2011.16	To liaise with J Clarke / C Jowett if a training session is required to ensure a wider understanding of the Care Quality Commission quality and risk profiles	<b>Centre Chiefs Sept 2011</b>
2011.39	2011.16	To circulate dates of further Mental Capacity Act training / awareness sessions during Sept / Oct 2011	<b>V Morris / A Osborne Aug 2011</b>
2011.39	2011.16	To present the action plan / response to the Care Quality Commission to the Sept Risk Management Executive (deferred from Aug meeting)	<b>V Morris Sept 2011</b>
2011.39	2011.17	To present the full action plan in relation to the Health & Safety Executive Inspection	<b>J Clarke Sept 2011</b>
2011.39	2011.25	To close Corporate Risk Register ref 346 re: Anticoagulation Service after Sept 2011	<b>C Jowett Sept 2011</b>
2011.39	2011.25	To close Corporate Risk Register ref 349 re: Insufficient Radiographers in Theatres at PRH after Oct 2011	<b>C Jowett Oct 2011</b>
2011.39	2011.26	To downgrade / remove Corporate Risk Register ref 112 re: Outreach Team Resource on the Emergency & Critical Care Centre register when fully staffed at RSH	<b>C Jowett Oct 2011</b>

2011.39	2011.28	To liaise with Mr Prichard regarding the outstanding Head & Neck Centre risk actions following July RME	<b>C Jowett / A Prichard Sept 2011</b>
2011.39	2011.32	To liaise with P Hodson re: contractual requirements to provide information to GPs upon N Tufft's return from annual leave	<b>N Tufft Sept 2011</b>
2011.39	2011.32	To produce a progress report in relation to the IT risks / mirror back up arrangements and present at Sept Risk Management Executive	<b>N Nisbet Sept 2011</b>
2011.39	2011.32	To provide a briefing at the Sept Risk Management Executive in relation to IT	<b>N Nisbet Sept 2011</b>
2011.39	2011.34	If FBC not completed by March, to bring risks back to March 2012 Risk Management	<b>March 2012</b>
2011.41		To clarify if the following risks can be removed from the Surgical risk register: <ul style="list-style-type: none"> <li>▪ CRR 355 – Theatre Operating Lamps</li> <li>▪ CRR 373 – Endoscopy Washers</li> </ul>	<b>T Fox Sept 2011</b>
2011.41		To provide an update at the Sept RME following discussions with G O'Hara: <ul style="list-style-type: none"> <li>▪ CRR 374 – Inadequate instrumentation ordered for when project goes off site</li> <li>▪ CRR 375 – Removal of the oncall when SSD goes off site</li> </ul>	<b>T Fox Sept 2011</b>
2011.42		To provide update at Sept Risk Management Executive relating to new risks 'General Surgery' and 'Vascular' following discussion at 'Bed Workshop' following August Risk Management Executive	<b>Sept 2011</b>
2011.44		To hold a meeting to review the Trust position in relation to Corporate Risk Register ref 380 – Elective Intrathecal Chemotherapy with or without conscious midazolam sedation and then discuss with the Haematologists	<b>S Awwad / B McElroy / V Morris Sept 2011</b>
2011.45		To identify the money for the implementation of the Chemotherapy IT system (Corporate Risk Register ref 71)	<b>N Nisbet Sept 2011</b>
2011.46		To produce a guideline in relation to national guidance and present to Sept Risk Management Executive	<b>C Jowett / C Smith Sept 2011</b>
2011.47		To present the Serious Incidents Trends and Themes to Sept Risk Management Executive (deferred from August meeting)	<b>V Morris Sept 2011</b>
2011.47		To present the Warfarin Root Cause Analysis & Action Plan to Sept Risk Management Executive (deferred from August meeting)	<b>V Morris Sept 2011</b>
2011.47		To present the Appendectomy Root Cause Analysis & Action Plan to Sept Risk Management Executive (deferred from August meeting)	<b>V Morris Sept 2011</b>